



Admission Procedures Undergraduate Degree Programme

Faculty of POLITICAL AND SOCIAL SCIENCES

Undergraduate degree programme in **Political Sciences and International Relations - profile in International relations and global affairs** (Class L-36)

Academic Year 2024/2025

Campus of Milan

Programme delivered in English

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1. ADMISSION REQUIREMENTS

The following profiles are eligible to enrol in the undergraduate degree programme in Political Sciences and International Relations - profile in International relations and global affairs:

- diploma holders or students about to obtain their diploma enrolled in the school year 2023/2024 in the final year of an **Italian secondary school** in Italy or abroad.
Diploma holders and students about to obtain their diploma enrolled in *European Schools* that issue the European Baccalaureate Diploma or at *German Schools* in Italy that issue a qualification equivalent to the Italian High School Diploma are included in this category.
NOTE: Non-EU applicants needing study visas should contact the International Admissions Office;
- diploma holder candidates from an **Italian four-year secondary school cycle**. In this case, before proceeding, it is necessary to contact the [Student Services](#): the competent teaching structures must define the contents, duration and methods for the fulfilment of the training obligations;
- holders of a **foreign academic qualification**, if recognised as eligible for admission to Italian universities in accordance with the provisions issued by the Ministry of Universities and Research, the Ministry of Foreign Affairs and the Ministry of the Interior.
These candidates will follow dedicated methods and procedures:
<https://international.unicatt.it/ucscinternational-undergraduate-programmes>.

1.1 LANGUAGE REQUIREMENT

To enrol in the Political Sciences and International Relations - Profile in International Relations and Global Affairs programme candidates must have an adequate level of English, at least B2. Applicants must therefore hold one of the following language certificates, achieved as of 1st January 2022:

- Cambridge English: First: FCE - B2
- Cambridge English: Advanced: CAE - C1
- Cambridge English: Proficiency: CPE - C2
- Cambridge English: Business Vantage: BEC - B2
- Cambridge English: Business Higher: BEC - C1
- IELTS with score from 6 (B2)
- TOEFL IBT with score from 80 (B2)
- Trinity College London: ISE II (B2)
- Trinity College London: ISE III (C1)
- Trinity College London: ISE IV (C2)
- Pearson: PTE with score from 46 (B2)

Candidates exempt from having a language certificate are those who:

- have **attended the penultimate year of secondary school in an English-speaking country**.
- have taken and passed, with a level of B2 or higher, an online English test, according to the terms and timing indicated in the [notice](#).

Candidates must possess the language requirement by the registration deadline for the session of interest (*see section 3*).

2. NUMBER OF PLACES

For the undergraduate degree programme in Political Sciences and International Relations - profile in International Relations and Global Affairs, **75 places** are available, **55 of which are reserved for candidates with a foreign qualification**.



3. ADMISSION PROCEDURES AND DEADLINES

Places on the undergraduate degree programme in Political Sciences and International Relations - profile in International Relations and Global Affairs are allocated, after passing an **admission test**, according to a **merit list**, through payment of the first instalment of university fees and contributions.

3.1 THE ADMISSION TEST

The admission test takes place online and is delivered in English, in several sessions. It lasts 40 minutes and consists of 30 questions in the subject area of Reading comprehension (including logic) in English. 1 point is awarded for each correct answer; each answer not given or wrong is awarded 0 points.

3.2 WHO SHOULD CARRY OUT THE ADMISSION TEST.

1st SESSION

Candidates may take the admission test in the 1st session:

- diploma holders or those enrolled, in the a.y. 2023/2024, in their final year at an Italian secondary school in Italy or abroad with a grade point average in their penultimate year of secondary school of **≥ 7.5/10**;
- diploma holders or those enrolled, in the a.y. 2023/2024, in the last year of European Schools awarding the European Baccalaureate Diploma, considered an equivalent qualification to the Italian High School Diploma and with a grade point average in their penultimate year of secondary school of **≥ 7.5/10**;
- diploma holders or those enrolled, in the a.y. 2023/2024, in their final year at German schools in Italy who have obtained/are going to obtain a qualification equivalent to the Italian secondary school diploma with a grade point average in their penultimate year of secondary school of **≥ 7.5/10**;
- those with a current or completed university career with fewer than 30 validated ECTS and a grade point average in the penultimate year of secondary school of **≥ 7.5/10**.

Candidates with validated examinations totalling 30 ECTS or more are **exempt** from the admission test.

Candidates with a university career in progress, concluded or interrupted with exams for a total greater than or equal to 30 ECTS, must consult the procedures relating to programme transfers, transfers from other universities, second degrees or resumption of career (see paragraph 8 TRANSFER FROM ANOTHER UNIVERSITY, TRANSFER TO ANOTHER DEGREE PROGRAMME WITHIN UNIVERSITÀ CATTOLICA, SECOND DEGREE AND RESUMPTION OF CAREER).

2nd and 3rd SESSIONS

If places are available, the following candidates may take the admission test in the 2nd and 3rd sessions:

- diploma holders or those enrolled, in the a.y. 2023/2024, in the last year in an Italian secondary school in Italy or abroad;
- diploma holders or those enrolled, in the a.y. 2023/2024, in their final year at European Schools that issue the European Baccalaureate Diploma, considered an equivalent qualification to the Italian High School Diploma;
- diploma holders or those enrolled, in the a.y. 2023/2024, in the last year at German Schools in Italy who have obtained / are going to obtain a title equivalent to the Italian secondary school diploma;
- those with a current or completed university career with fewer than 30 validated ECTS.

Candidates with validated examinations totalling 30 ECTS or more are **exempt** from taking the admission test.

Candidates with a university career in progress, concluded or interrupted with exams for a total greater than or equal to 30 ECTS, must consult the procedures relating to programme transfers, transfers from other universities, second degrees or resumption of career (see paragraph 8 TRANSFER FROM ANOTHER UNIVERSITY, TRANSFER TO ANOTHER DEGREE PROGRAMME WITHIN UNIVERSITÀ CATTOLICA, SECOND DEGREE AND RESUMPTION OF CAREER).



3.3 REGISTRATION DEADLINES FOR THE ADMISSION TEST

For each session, candidates can choose the date and time, considering that each session has a limited number of places.

Following each test session, a ranking list of admitted candidates and a waiting list, if any, is drawn up.

Below are the dates of the tests and the timetable for registration and publication of the admission rankings and any waiting list for each session:

Table 1

SESSION*	PERIOD FOR REGISTRATION TO THE ADMISSION TEST**	ADMISSION TEST SESSION	PUBLICATION DATES OF THE RANKING LIST	PLACE RESERVATION
1 st SESSION	From 3:00 pm on 5 February 2024. To 11:59 pm on 15 May 2024.	23 May 2024	05 June 2024	10 June 2024
2 nd SESSION	From 3:00 pm on 24 June 2024. To 11:59 pm on 18 July 2024.	25 July 2024	1 August 2024	19 August 2024
3 rd SESSION	From 3:00 pm on 2 August 2024. To 11:59 pm on 11 September 2024.	17 September 2024	24 September 2024	30 September 2024

* Admission tests and rankings, in the sessions following the first, are only carried out if there are still places available.

** Candidates with disabilities or specific learning disorders (SLD) should check the deadlines in section 7.

A few days before the admission test, credentials to access the testing platform are sent by e-mail. Students will be asked to carry out a mock test, which is **STRONGLY RECOMMENDED** in order to avoid errors that may cause problems during the actual session.

Candidates may view the notice [INSTRUCTIONS FOR THE ONLINE ADMISSION TEST](#) published on the [programme page](#).

3.4 HOW TO REGISTER FOR THE ADMISSION TEST

To take part in the admission test, candidates must use the [Enrolment](#) Portal, upload the required documentation, which is checked and validated by the competent offices by selecting the date and time and paying the registration fee of 60 € and submit the application by the deadlines indicated in Table 1.

When filling in the application form, the candidate must upload and/or self-certify, under his/her own responsibility, his/her report card and grade point average from the penultimate year of secondary school, a cover letter written in English (use the appropriate **format** published on the programme page), and a recognised English language certificate (see paragraph 1.1. LANGUAGE REQUIREMENT).

In order to be able to take part in the admission test, the report card, English language certificate and cover letter must be uploaded correctly by the deadline for registration for the test.

The data entered are checked by the relevant offices against the uploaded documents. Università Cattolica reserves the right to validate the data declared, in accordance with the regulations in force, DPR 445/2000 and subsequent amendments and additions.

The result obtained in the admission test for the International Relations and Global Affairs profile of the Political Sciences and International Relations degree programme is also valid for inclusion in the ranking for the **Communication Management** profile of the Communication and Society degree programme.

To do this, interested candidates must:



- open the application in the [Enrolment Portal](#) for the International relations and Global Affairs profile by selecting one of the available sessions and pay the enrolment fee by the deadlines indicated in Table 1;
- submit through the [Enrolment Portal](#) a new application for the Communication Management profile, within the application deadlines indicated in Table 1;
- take the admission test on the day and time selected at the time of opening the application for the profile International relations and Global Affairs.

To find out about the procedure for enrolling in the 1st session, candidates have to consult the [Enrolment Portal User Guide](#).

3.5 RANKING

The list of admitted candidates is drawn up on the basis of 60% of the average marks in the penultimate year of secondary school and 40% of the marks in the admission test.

A score of **0.1 to 2.5** is then added to the average, awarded by a special committee appointed by the Faculty on the basis of the cover letter.

In the event of a tie, priority is given to the youngest candidate.

For both the International relations and Global Affairs profile and the Communication Management profile, a merit list and a possible waiting list are drawn up.

The ranking list of admitted candidates and any waiting list will be published in the RANKING AND WAITING LIST section of the [programme page](#), by the dates shown in Table 1.

Admitted candidates must reserve their place within the deadline of the place reservation indicated in Table 1. If they fail to do so, they will be deemed to have withdrawn in favour of any candidates on the waiting list.

These candidates, if interested in participating in the ranking list of a subsequent session when places are available, must enter the application already opened in the [Enrolment Portal](#) and continue with the new application for inclusion in the ranking list. It is not necessary to repeat the admission test and the score of the test already taken and the declared grade point average plus the score of the cover letter assessed for the previous session will be taken into account when establishing the new ranking.

Any repechage will be published in the RANKINGS AND WAITING LISTS section of the [programme page](#).

Candidates who are absent from the admission test cannot be placed on the ranking list but may only register for the next test if places are available.

4. PLACE RESERVATION

To reserve a place, candidates have to pay the first instalment of the university tuition fees for the A.Y. 2024/2025 (€1,470) through the [Enrolment Portal](#).

In order to reserve their place, in the event of an internal transfer, transfer from another university, second degree or resumption of their career, candidates must pay the first instalment of their university fees for the academic year 2024/2025 and the secretarial fees and upload the signed application through the [Enrolment Portal](#). The place is reserved when the documentation is valid.

To find out about place reservations for enrolling, candidates have to consult the [Enrolment Portal User Guide](#).

For candidates entitled to exemption from university fees see paragraph 7.

5. REGISTRATION

Candidates who have reserved a place must register within the deadlines indicated in paragraph 5.1, using the Enrolment Portal (see [Enrolment Portal User Guide](#)).



Enrolment is only possible after a secondary school diploma has been obtained, which is self-certified by the student in the Application Form.

Final acceptance of the enrolment documentation will in any case take place following subsequent in-depth checks. The student will be notified by email in the event of a negative outcome.

In the event of false or misleading statements being made on the documentation submitted by candidates, or of the formation or use of false documents, without prejudice to the sanctions provided for by the Penal Code and the relevant legislation in force (articles 75 and 76 D.P.R. 445/2000), the latter will be irrevocably precluded from finalising their registration. The University will take steps to recover any benefits granted and will not, except in exceptional and duly substantiated cases, reimburse the fees and contributions paid.

At the same time as enrolment and in any case by the end of November 2024, the student undertakes to submit online the income data and documents via the "Compila redditi" (Fill in Income Declaration) application (accessible from the Enrolment Portal) required to determine the university contribution for the academic year 2024/2025.

For those enrolled who have taken the English test, the participation fee paid to take the test will be deducted from the total amount of university contributions for the 2024/2025 academic year. For further information, consult the General University tuition fee regulations for the academic year 2024/2025.

5.1 TIMING OF REGISTRATION

For those who have reserved their place by **12 August 2024**, the deadline for registration is **12 September 2024**.

If a place is reserved after **12 August 2024**, the deadline for registration is 30 days from the date the place is reserved.

6. VERIFICATION OF INITIAL PREPARATION (VPI)

Candidates who achieve a score of at least 16/30 in the admission test will pass the Initial Preparation Examination (VPI).

Candidates who score less than 16/30 in the admission test are given an OFA (Additional Training Obligation) in English Reading Comprehension and Logic. The OFA consists of a course with compulsory attendance and a final skills test. The course and the test must be passed within the first year of the programme. In the event of non-attendance of the OFA course or failure of the examination, students will be enrolled in the 1st year as repeating students.

In the case of OFAs, candidates will be notified after enrolment via their personal iCatt page.

Candidates transferring from another university, changing programme within Università Cattolica, taking a second degree or resuming their university career are admitted to a year following the first and are considered OFA exempt. They will therefore not be assigned OFAs.

7. CANDIDATES WITH DISABILITIES OR WITH SPECIFIC DISORDERS OF LEARNING (SLD)

Candidates with disabilities or with specific learning disorders (SLD) are required to

1. upload in the appropriate section of the profile in the Enrolment Portal, the disability report or certificate relating to SLD;
2. send, if they intend to request compensatory measures for verification, an email to servizi.inclusione-mi@unicatt.it or servizi.dsabes-mi@unicatt.it by the dates indicated below, enclosing the "Form requesting compensatory measures and authorisation to process data for candidates with disabilities or Specific Learning Disorders (SLD)" which can be downloaded [here](#) and also available in the "Admissions and enrolment" section of the programme page.



Table 2

	1 st session	2 nd session	3 rd session
DATE OF ADMISSION TEST*	23 May 2024	25 July 2024	17 September 2024
DEADLINE FOR SENDING AN E-MAIL WITH THE REQUEST FORM FOR COMPENSATORY MEASURES	14 May 2024	17 July 2024	10 September 2024

* Admission tests and rankings, in the sessions following the first, are only carried out if there are still places available.

It should also be noted that:

- registration for the admission test must necessarily be carried out via the [Enrolment Portal](#);
- any "Request for compensatory measures form" sent after the deadline will not be taken into account;
- candidates are asked to select the first available sessions of the day in order to be able to properly manage the compensatory tools assigned.

For further information, candidates can contact the [Services for Inclusion](#).

Students admitted to the course with a **certified disability equal to or greater than 66% and/or students with a recognised disability pursuant to art. 3, paragraph 1 or paragraph 3, of Law 104/1992, are entitled to total exemption from tuition fees and university contributions** and are required to pay €100 when reserving a place on the course. To obtain the exemption, the disability report must be uploaded in the "Profile" section of the [Enrolment Portal](#).

8. TRANSFER FROM ANOTHER UNIVERSITY, TRANSFER TO ANOTHER DEGREE PROGRAMME WITHIN UNIVERSITÀ CATTOLICA, SECOND DEGREE AND RESUMPTION OF CAREER

Candidates wishing to transfer from another university, change course within the Università Cattolica, enrol in a second degree programme or resume their university career must meet the admission requirements and comply with the deadlines and **procedures** set out above using the [Enrolment Portal](#);

- Transfer from another university <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-trasferimenti>
- Transfer to another degree programme within Università Cattolica <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-passaggio-interno-di-corso-di-laurea>
- Second degree and career resumption <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-seconde-lauree-ripresa-carriera>

Candidates are exempt from the admission test if they have with validated examinations totalling 30 ECTS or more.

On 12 February 2024, a notice was published on the [course pages](#) showing the number of places available for the 2nd and 3rd year. This is determined on the basis of students enrolled on 31 January 2024. In the event of a greater availability of places, after this date, a further notice will be published in the appropriate [section](#) of the course page.



9. CONTACTS

For further information and clarification, candidates can use the "[Request for information on undergraduate degree programmes](#)" or consult the [FAQ](#).

Candidates who may need support in using the Enrolment Portal can use the "Support" button in the Enrolment Portal.

Candidates with a foreign qualification can use the "[Contact us](#)" service: https://unicattolica.tfaforms.net/217910?tfa_95=tfa_113.

10. FINAL NOTES AND PERSON IN CHARGE OF THE PROCEDURE

The 'General regulations for determining university fees for the A.Y. 2024/2025' apply to enrolled students on undergraduate degree programmes.

Students are required to read any additions, changes, updates to these procedures published on the website of Università Cattolica.

Applicants must ensure that they have correctly completed the necessary steps for admission to the programme.

In accordance with law no. 241/1990, the person responsible for this admission procedure is Gabriele Montoli (Director of Student Career Services Management).

Milan, 16 November 2023